

ESL (ENGLISH AS A SECOND LANGUAGE)

FREQUENTLY ASKED QUESTIONS

- 1. What does the application fee cover?** For the CE or CEAS, the fee is \$170.00 (this includes the cost of the CE/CEAS, two-year provisional certificate and standard certificate at the successful completion of the provisional teacher program.
- 2. Once I receive my CE, what do I need to do?** It allows you to seek and gain employment. You will work as a fulltime teacher but the school district must enroll you in the Provisional Teacher Program.
- 3. May I receive an emergency ESL certificate if my district requests such?** ESL Emergency certifications are no longer available. There are teachers who have received emergency certificates in the past, but these individuals have until January 20, 2006 to complete the requirements which were outlined in evaluations completed at a time when emergency certifications were permitted.

1. WHAT TYPES OF CERTIFICATES CAN I APPLY FOR?

- **Certificate of Eligibility (CE)** – (This is the certificate issued to eligible candidates who have **NOT** completed a state approved college teacher preparation program that culminates in student teaching.)
- **Certificate of Eligibility with Advanced Standing (CEAS)** – (This is the certificate issued to eligible candidates who have completed a state approved college teacher preparation program that culminates in student teaching.)
- **Standard certificate** – (This is the certificate issued to eligible candidates who have completed a state approved college teacher preparation program that culminates in student teaching and have completed a minimum of one year of successful full-time teaching under a currently valid out-of-state certificate. Note that certificates issued by cities do not fulfill this requirement.)

2. REQUIREMENTS FOR INITIAL CERTIFICATION

- a) **BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED UNIVERSITY** – (Applicants must hold a bachelor's or an advanced degree from a regionally accredited college or university. Regional accreditation associations include Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of School and Colleges; Southern Association of Colleges and Schools; and Western Association of School and Colleges)
- b) **MINIMUM GPA REQUIREMENT** – (Achieve a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade for students graduating before September 1, 2004 in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits; for students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits)
- c) **ORAL AND WRITTEN (ENGLISH) PROFICIENCY TESTS** – (A minimum score of "Advanced Low" on the oral (OPI) and writing (WPT) tests of the ACTFL Oral Proficiency Review administered by Language Testing International. For additional information, including a fee schedule and application, as well as arrange for an official ACTFL assessment go to www.languagetesting.com/acad_dic_nj.htm or telephone (914) 963-7110, ext. 15. Applicants must be

proctored for both tests by their school principal or administrator, if they are to be employed for an ESL teaching position. Applicants will be informed of the test location and date. Once your tests have been rated, you will be able to view and test result and print your ACTFL Oral Proficiency Certificates. These certificates should be submitted via mail.

- d) **PHYSIOLOGY AND HYGIENE** - *(Pass an examination in physiology, hygiene and substance abuse issues. This requirement can be completed by a college course in human biology, health, nutrition, or related area of study. It can also be satisfied by completion of United States military service evidence by a copy of the DD-214 form. It can also be satisfied by completion of a health test available through the county office of education.)*

3. CERTIFICATE OPTIONS

- a) To apply for the **Certificate of Eligibility (CE)** in this endorsement:

Complete the requirements in 2 (a-d) above; and

Submit the following:

- **Completed application for certification or on-line application** *(You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp) or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)*
- **Application Fee: \$150.00** *(Note that fees must be in the form of a certified check or money order payable to “Commissioner of Education” or through a credit card if you apply online.)*
- **Official college/university transcripts** - *(submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)*
- **ACTFL Oral and Written English language proficiency test scores** – *(See 2c) above)*

- b) To apply for the **Certificate of Eligibility with Advanced Standing (CEAS)** in this endorsement:

Complete the requirements in 2 (a-d) above; and

Submit the following:

- **Completed application for certification or on-line application** - *(Apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)*
- **Application Fee: \$150.00** - *(Note that fees must be in the form of a certified check or money order payable to “Commissioner of Education” or through a credit card if you apply online.)*
- **Official college/university transcripts** - *(submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)*

- ACTFL Oral and Written English language proficiency test scores - (See 2c above)
- Complete a state-approved college teacher preparation program (15 to 21 credits) for the preparation of ESL teachers - (See 4a) below)
- Copies of out-of-state certificates - (if you do not hold any out of state certificates, you may still apply for the CEAS. Note that certificates issued by cities do not fulfill this requirement. If applicable, you may submit copies of certificates by mail.)

c) Candidates holding an Certificate of Eligibility or Certificate of Eligibility with Advanced Standing (CEAS) in this endorsement:

- Upon attaining employment, will be issued Provisional Certifications -
- While teaching under provisional certification, the candidate must complete a year of mentored teaching -

(No candidate may be employed under provisional certification for more than five years in a position requiring certification as a teacher ESL certification. (An amendment has been proposed at the August 2005 State Board of Education meeting to reduce the employment under provisional certification to four years.)
- Upon successful completion of the provisional teaching, formal standards-based instruction and ESL pedagogy (for the holders of the CE), in addition to a recommendation from the building principal, Standard certification will be issued -

d) To apply for the Standard Certificate in this endorsement:

Complete the requirements in 2 (a-d) above; and

Submit the following:

- Completed application for certification or on-line application - (You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp) or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)
- Application Fee: \$95 - (Note that fees must be in the form of a certified check or money order payable to "Commissioner of Education" or through a credit card if you apply online.)
- Official college/university transcripts - (submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)
- ACTFL Oral and Written English language proficiency test scores - (See 2c above)
- Copies of out-of-state certificates - (if you do not hold any out of state certificates, you may still apply for the CEAS. Note that certificates issued by cities do not fulfill this requirement. If applicable, you may submit copies of certificates by mail.)

- **Original letter of experience** - *(The original letters must be on school letterhead signed by an appropriate school district official documenting fulltime teaching experience. At a minimum the letter should include your dates of employment, teaching assignment and full or part-time status. If your teaching experience was part-time, the letter needs to include the hours per day, days per week and weeks per year that you were teaching.)*

e) Candidates who already hold a **Standard instructional certificate**:

Where the Standard instructional certificate is one other than Military Science, Preschool through Grade 3, or experienced-based vocational endorsements, the candidate will be issued a standard certificate upon completion of the:

- **ACTFL Oral and Written English language proficiency test scores** – *(See 2c) above)*
- **A state-approved college teacher preparation program (15 to 21 credits) for the preparation of ESL teachers** - *(See 4a) below)*

f) Candidates who have completed out-of-state approved ESL programs will be issued a **Standard instructional certificate** upon passing the

- **ACTFL Oral and Written English language proficiency test scores** - *(See 2c) above)*
- **Demonstrate completion of a minimum of at least one year of successful teaching experience under a valid out-of-state certificate/license** -

4. NOTATIONS

a) Requirement for completion of a state-approved college teacher preparation program for ESL includes a range of 15 to 21 credit hours of formal instruction in the following subject areas:

- Historical and cultural backgrounds of limited English proficient students;
- Linguistics;
- Language acquisition;
- The structure of American English;
- Developing literacy skills for the second language learner;
- Methods of teaching ESL including teaching English through content;
- Theory and practice of teaching ESL; and
- Student teaching.

For a list of New Jersey colleges and universities that offered a state-approved ESL program to go <http://www.nj.gov/njded/bilingual/resources/college.htm>